

March 18, 2014

The Holland Township Committee met on the above date at the Holland Township Municipal Building, 61 Church Road, Milford, N.J. at 7:00 p.m.

Present at this meeting were: Mayor Anthony Roselle, Deputy Mayor Daniel Bush, Committeemen Kenneth Vogel, Thomas Scheibener and Ray Krov. Also present was Attorney Richard Cushing.

There being a quorum this meeting was called to order by Mayor Roselle at 7:02 p.m. Mr. Roselle asked that all electronic equipment be turned off or silenced.

**FLAG SALUTE**

Mayor Roselle invited the audience to join the Committee in reciting the “Pledge of Allegiance”.

**OPEN PUBLIC MEETINGS STATEMENT**

Clerk Miller announced publicly at the commencement of this meeting the following statement: Adequate notice of this meeting was given pursuant to the Open Public Meeting Act Law by the Township Clerk on December 19, 2013 by:

1. Posting such notice on the bulletin board at the municipal building and the Holland Township website.
2. Mailing the same to the Hunterdon County Democrat and the Express-Times.

**APPROVAL OF MINUTES**

Mr. Scheibener moved and Mr. Bush seconded the motion to approve the minutes of the March 4, 2014 Regular Meeting and Executive Session

<b>Voice Vote</b>	<b>Ayes</b>	<b>Nays</b>	<b>Abstain</b>	<b>Absent</b>
Ray Krov	x			
Thomas Scheibener	x			
Dan Bush, Deputy Mayor	x			
Kenneth Vogel	x			
Anthony Roselle, Mayor	x			

**APPROVAL OF BILLS AS SUBMITTED**

Mr. Bush moved and Mr. Vogel seconded the motion to approve the bills as follows holding back two bills for further discussion:

**Bills to be held from approval for further discussion**

Check#	Vendor	Description	Payment	Check
		CLEARING ACCOUNT		
15101	ADR TOWING, INC.	Towed 1995 to R&H	700.00	700.00
15104	AUSEM SERVICES, LLC	Ausem Services	477.50	477.50

**Bills approved**

Check#	Vendor	Description	Payment	Total Check
		CLEARING ACCOUNT		
15101	ADR TOWING, INC.	Towed 1995 to R&H	700.00	700.00
15102	ALFONS MAYER	Mileage	49.50	49.50
15103	AQUA NEW JERSEY	Water Bill	300.47	
		Water Bill	1,133.89	1,434.36
15104	AUSEM SERVICES, LLC	Ausem Services	477.50	477.50
15105	PEPSI-COLA	Pepsi Order for fitness center	99.65	99.65
15106	BRIDGE STREET SERVICE CENTER	Vehicle Maintenance	847.67	
		2002 Federal Inspection	79.00	926.67
15107	CARLY SOPKO	Zumba Class February 24	52.60	52.60
15108	LEONARD A. LAGUARDIA	Gymnastics T-Shirts	392.00	392.00
15109	CERTIFIED CHEMICAL COMPANY	Dust Spray	70.80	70.80
15110	CHAMPION TIRE	Tire Disposal	235.00	235.00
15111	DAVIS BUSINESS MACHINES, INC.	Copier charges 112513 to 022514	88.16	
		Copier s/n TXP02623-B 022614 - 0326	73.44	161.60
15112	ELIZABETH C. MCKENZIE	Holland Park Services 090112 - 0930	43.75	
		PB COAH/highlands review 1101-1130	37.50	81.25
15113	EUGENIA FRANZO	Zumba February 2014	155.40	155.40
15114	EVA VELEZ	Yoga February 2014	385.00	385.00
15115	FLYING HIGH, LLC	Flags	128.01	128.01
15116	GEBHARDT & KIEFER, P.C.	Legal Services 120113-123113	11,313.12	
		Legal Diocese of Metuchen - Holland	32.00	11,345.12
15117	GOOD IMPRESSIONS, INC.	Envelopes self-sealed one color 100	166.22	166.22

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15118	GRAINGER	Emergency Lights	49.08	
		Degreaser for tractor parts	181.16	
		Cleaning Supplies	64.30	294.54
15119	HARMONY SAND GRAVEL	2014 1/4" Grit	1,944.29	1,944.29
15120	HARMONY SAND GRAVEL	2014 1/4" Grit	2,688.51	
		2014 1/4" Grit	382.42	3,070.93
15121	HERITAGE CONSULTING ENGINEERS, INC.	Surveying property	2,500.00	2,500.00
15122	HOLLAND TOWNSHIP COMMUNITY SENIORS	Recycling center February 3 Saturday	135.00	135.00
15123	HOLLAND TOWNSHIP FREE PUBLIC LIBRARY	Donation	7,500.00	7,500.00
15124	HOLLAND TWP VOLUNTEER FIRE COMPANY	Donation	17,500.00	17,500.00
15125	INTERNATIONAL SALT COMPANY, LLC	2014 Road Salt	5,812.59	
		2014 Road Salt	15,161.96	20,974.55
15126	ITS NEOPOST, INC.	Postage Sheets 75 pkg July 26 2014	30.95	30.95
15127	J C CLEANERS	Dry-cleaning - February 2014	210.23	210.23
15128	J.R. Smith Welding Services, Inc.	Flail Mower Repairs	3,750.00	3,750.00
15129	JERSEY CENTRAL POWER & LIGHT	3/5/2014	5.62	
		3/5/2014	1,795.76	1,801.38
15130	JERSEY CENTRAL POWER & LIGHT	Street Lights 3-6-14	230.33	230.33
15131	JERSEY CENTRAL POWER & LIGHT	consumption & lighting fixtures	352.35	352.35
15132	JESCO, INC.	Pay loader Filters	512.48	512.48
15133	JESSICA NEGLIA	Constant Contact	50.00	
		Hotel For Camp Conference in AC	403.28	453.28
15134	KATO TECHNOLOGY SOLUTIONS, INC.	Computer Service	300.00	300.00
15135	KEITH GROOGAN	Karate February 2014	132.50	132.50
15136	MACMILLAN OIL CO OF ALLENTOWN, INC.	Engine Oil	545.00	545.00
15137	MASER CONSULTING PA	ELECTRICAL DESIGN	1,040.00	
		CURRENT ROAD WORK	435.68	1,475.68
15138	MELANIE WOROB	Zumba February 2014	78.80	78.80
15139	MICHELLE TRIVIGNO	Reimbursement	377.77	377.77
15140	MILFORD-HOLLAND RESCUE SQUAD, INC.	2014 1ST QUARTER DONATION	16,106.75	16,106.75
15141	MONINGHOFF APPLIANCE & SUPPLY CORP.	Various Hardware store supplies	445.31	
		Various Supplies	55.75	501.06
15142	MR. JOHN, INC.	Holland Twp Recycling-131 Spring Mi	169.65	169.65
15143	NET VENTURES CORP.	March Fee	434.00	434.00
15144	NJ DEPT OF HEALTH & SENIOR SERVICES	Month of February, 2014	198.60	198.60
15145	NJ EMERGENCY PREPAREDNESS PARTNERSHIP	OEM Conference - Gutsick	75.00	75.00
15146	NJN PUBLISHING	TC special Executive Session 030414	25.54	
		ordinances in the paper 021314	124.51	
		Tax List 2014 ran 020614	69.77	219.82
15147	OFFICE DEPOT, INC.	Office Supplies	140.80	
		Office Supplies	65.64	206.44
15148	ONE CALL CONCEPTS, INC.	One Call Mark Outs Feb. 2014	4.88	4.88
15149	PILATES BY CORRINE, LLC	Pilates February 2014	213.60	213.60
15150	PUBLIC WORKS ASSOCIATION OF NJ	2014 Annual Membership	50.00	50.00
15151	R & L DATACENTERS, INC.	Feb-14	289.96	289.96
15152	RARITAN VALLEY DISPOSAL #865	30 Yard Garbage Dumpster	510.00	510.00
15153	SAMZIE'S UNIFORMS	Uniforms (Hults)	140.20	140.20
15154	SARAH PARKER-GIVENS	Yoga February 2014	275.00	275.00
15155	STAPLES BUSINESS ADVANTAGE	PB/BOA/Finance Supplies	91.27	91.27
15156	STEM BROTHERS, INC.	Propane spring mills little york road	166.62	
		Propane 012314 Discount	6.76	173.38
15157	THE EXPRESS-TIMES	classified ads	120.00	120.00
15158	THERESA VERDI	Cleaning Feb 15- Feb 27	440.00	440.00
15159	U.S. MUNICIPAL SUPPLY, INC.	Piston Rebuild Kits	237.51	237.51
15160	VALLEY AUTO SUPPLY	Paper Towels, Filter	84.17	
		Truck Filters	648.21	
		Filters	299.96	1,032.34
15161	VERIZON	MB 022614 - 032514	29.82	
		MB 022614 - 032514	1,980.35	2,010.17
15162	VERIZON WIRELESS	Cell Phones/Air Cards - February 20	38.01	
		Cell Phones/Air Cards - February 20	632.00	670.01
15163	WARREN MATERIALS	2014 Cold Patch	560.50	560.50
15164	WOODRUFF ENERGY	Gas for February	1,186.97	1,186.97
				<u>106,947.85</u>
				<u>106,947.85</u>
		ESCROW FUNDS		
5731	VAN CLEEF ENGINEERING ASSOC.	Garden Solar	1638.75	1638.75
	TOTAL			<u>1638.75</u>
				<u>108,586.60</u>
				<u>108,586.60</u>
	CURRENT FUND			
	BUDGET AND APPROPRIATION RESERVES	102,183.10		
	GRANT FUND			
	BUDGET AND APPROPRIATION RESERVES	1,078.01		
	GENERAL CAPITAL FUNDS			

SEWER FUND	BUDGET AND APPROPRIATION RESERVES	3,152.23	
ANIMAL CONTROL	BUDGET AND APPROPRIATION RESERVES	335.91	
ESCROW	BUDGET AND APPROPRIATION RESERVES	198.60	
	ESCROW FUNDS	1,638.75	
	TOTAL CHECKS ISSUED		108,586.60

<b>Roll Call Vote</b>	<b>Ayes</b>	<b>Nays</b>	<b>Abstain</b>	<b>Absent</b>
Ray Krov	x			
Thomas Scheibener	x			
Dan Bush, Deputy Mayor	x			
Kenneth Vogel	x			
Anthony Roselle, Mayor	x			

**OLD BUSINESS FROM TOWNSHIP COMMITTEE**

**-Personnel Handbook-Clerk Miller** discussed the following corrections/updates to the Personnel Policies and Procedures Manuel-Mr. Krov will review

- Calculating sick and vacation time to hours rather than days
- Maximum number of credits an employee shall be entitled to per year is 12
- Phrase “not covered by a collective bargaining agreement: under Added Sick Bank and Long Term Sick Leave-should be consistent with current union contracts

**-RESOLUTION-**Appointing Zoning Officer

Mr. Scheibener moved and Mr. Bush seconded the motion to adopt the following Resolution:

**RESOLUTION**

Appointing Zoning Officer Melissa Tigar as Zoning Officer for the Township of Holland for the Remainder of 2014

**WHEREAS**, in accordance with Township Code §100-117 entitled “Enforcement,” there is a need for the appointment of a zoning officer for the Township of Holland (“Township”); and

**WHEREAS**, Melissa Tigar is the current part-time Zoning Officer for the Township; and

**WHEREAS**, Ms. Tigar was re-appointed as the part-time Zoning Officer for a period of three months by Resolution dated January 1, 2014; and

**WHEREAS**, the appointment of Ms. Tigar as the part-time Zoning Officer expires on March 31, 2014; and

**WHEREAS**, the Township wishes to continue the employment of Ms. Tigar as the part-time Zoning Officer for the remainder of 2014.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Holland, County of Hunterdon, State of New Jersey, that Melissa Tigar is appointed as the Holland Township Zoning Officer through December 31, 2014 and her salary shall be in accordance with the salary ordinance

<b>Voice Vote</b>	<b>Ayes</b>	<b>Nays</b>	<b>Abstain</b>	<b>Absent</b>
Ray Krov	x			
Thomas Scheibener	x			
Dan Bush, Deputy Mayor	x			
Kenneth Vogel	x			
Anthony Roselle, Mayor	x			

**LIAISON REPORTS**

**Krov-**

-Holland School budget increased to 2% cap enrollment dropped under 600

-Recycling dumpster-Employees taking checks for building materials only-

**Consensus was employees should follow policy stated on the 2014 Recycling Center rules which states the resident must purchase a special pass in the CFO's office, no checks should be accepted at the Recycling Center**

**Scheibener-**

-Parks and Rec-Cross promotion with **Oak Hill Golf Course**-link on our website to their website and vice versa-

Bush suggests do promotion for all businesses in the township on the township website

**Consensus was to go ahead with cross links on Oak Hill website and the Parks and Rec. website, with the long term goal of equal representation for all business in Holland by including links to Holland Township businesses on the Holland Township website and the Parks and Recreation website**

**Vogel-**

-Library ran out of heating oil again, QPA working with Finch to solve the problem

-Bethany Ridge-looking at one monitoring company to monitor both alarm systems. Mr. Scheibener will provide information he has collected regarding the alarm systems.

-Police should be notifying Zoning Officer of signs posted around town-

Mr. Vogel moved to instruct the Police Department to notify the Zoning Officer of burnt out street lights and signs posted around the township. There was no second. Mr. Vogel withdrew his motion. Mr. Roselle will discuss with Chief Harris

**Bush-**

On the agenda there is a Resolution for retiring Hunterdon County Land Trust Land Acquisition and Stewardship Specialist, Kate Buttolph thanking her for all the help she has provided to Holland Township in land preservation.

**Roselle-**

Moving 2014 Community Day to the Riegel Ridge Community Center is progressing-

Pursell garage and house:

Mr. Bush moved and Mr. Vogel seconded the motion to authorize the Mayor to work with the Holland Township Zoning Officer and Holland Township Police Dept to issue a letter to the NJ Bureau of Code Enforcement Official to ask the states position on the demolition of the buildings on the Pursell property located at 539 Milford Warren Glen Road and to request the State to take action as they are the first lien holder on the property

<b>Voice Vote</b>	Ayes	Nays	Abstain	Absent
Ray Krov	x			
Thomas Scheibener	x			
Dan Bush, Deputy Mayor	x			
Kenneth Vogel	x			
Anthony Roselle, Mayor	x			

**NEW BUSINESS FROM TOWNSHIP COMMITTEE**

**-Renaming building known as Bethany Ridge**-tabled for further discussion

**-What to do with the Bethany Ridge building**-Mr. Vogel will investigate other uses of the building

**-Authorization for Mayor to sign** a letter to Alcoholic Beverage Control

Mr. Scheibener moved and Mr. Bush seconded the motion to authorize the Mayor to sign a letter to Alcoholic Beverage Control regarding the Farmer's Sportsman Club indicating the pavilion has been and should continue to be included in licensing area

Roll Call Vote	Ayes	Nays	Abstain	Absent
Ray Krov	x			
Thomas Scheibener	x			
Dan Bush, Deputy Mayor	x			
Kenneth Vogel			x	
Anthony Roselle, Mayor	x			

**-Authorization for the Mayor to sign** a Sworn Statement in Proof of Loss for the February 19, 2014 storm damage to the Riegel Ridge Community Center.

This issue was Tabled until the April 1, 2014 meeting for further investigation and discussion, but it was stated that solicitation of quotes and repairs to both Riegel Ridge Community Center and Bethany Ridge should be done to prevent further damage. Mr. Vogel will move on getting quotes to repair the damage to both buildings.

**-Letter of resignation** received from Patrolman Joseph Bigg effective March 23, 2014.

Mr. Bush moved and Mr. Scheibener seconded the motion to accept, with regret, the resignation of Patrolman Joseph Bigg effective March 23, 2014. Mr. Bush noted that an exit interview should be conducted.

Voice Vote	Ayes	Nays	Abstain	Absent
Ray Krov	x			
Thomas Scheibener	x			
Dan Bush, Deputy Mayor	x			
Kenneth Vogel	x			
Anthony Roselle, Mayor	x			

**-Approval to attend seminar:** Registrar Cathy Miller and Deputy Registrar Linda Moser  
Mr. Vogel moved and Mr. Bush seconded the motion to approve Registrar Cathy Miller and Deputy Registrar Linda Moser attendance as follows:

Date	Host	Subject	Cost
4/2/2014 8:00am-4:00 pm	Registrar's Association of New Jersey Edison, NJ	Re-certification seminar and business meeting	\$35/each

Voice Vote	Ayes	Nays	Abstain	Absent
Ray Krov	x			
Thomas Scheibener	x			
Dan Bush, Deputy Mayor	x			
Kenneth Vogel	x			
Anthony Roselle, Mayor	x			

**-RESOLUTION-**Appointing Maria Elena Kozak as Finance Assistant

Mr. Krov moved and Mr. Scheibener seconded the motion to adopt the following Resolution:

**RESOLUTION**

Appointing an Assistant to the Book Keeper

**WHERE AS,** there is a vacancy in the Finance Department for a part-time Book Keeper and

**NOW, THEREFORE, BE IT RESOLVED,** by the Holland Township Committee, Township of Holland, County of Hunterdon in the State of New Jersey, that Maria Elena Kozak is hereby appointed as part-time Book Keeper up to a maximum of 25 hours per week with no benefits.

**BE IT FURTHER RESOLVED,** that the rate of pay shall be \$19.00 per hour for the calendar year 2014 in accordance with the Salary Ordinance.

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**-RESOLUTION-AMENDMENT #2-Amending the Holland Township Policies and Procedures Manual initiating Mandatory Direct Deposit of Pay Checks**  
Mr. Vogel moved and Mr. Bush seconded the motion to adopt the following Resolution:

**RESOLUTION**

Resolution Initiating Mandatory Direct Deposit of Pay Checks  
for all Full- Time and Permanent Part-Time Employees Effective July 1, 2014 and  
Amending the Holland Township Personnel Policies and Procedures Manual as AMENDMENT #2

**WHEREAS**, on March 12, 2013, Governor Chris Christie approved P.L. 2013, c.28 (codified at N.J.S.A. 52:14-15a et seq.) which requires direct deposit for all State employee compensation on and after July 1, 2014 and which further allows municipalities to opt for mandatory direct deposit for all employee compensation on or after July 1, 2014; and

**WHEREAS**, P.L. 2013, c.28 provides that in order for a municipality to utilize this procedure, a resolution or ordinance must be approved by the governing body; and

**WHEREAS**, pursuant to N.J.S.A. 52:14-15f(b), “On or after July 1, 2014, the governing body of a county or municipality may determine by the adoption of an ordinance or resolution, as appropriate, to provide for the mandatory direct deposit of net pay for all employees of the county or municipality, or of a board, commission, bureau, department or other public agency thereof, in a specific banking institution based on information provided by the employee[;]” and

**WHEREAS**, the procedure will allow the Township to conveniently deposit net pay funds into a specific banking institution checking, savings or shared account based on the information provided by each employee; and

**WHEREAS**, this procedure applies to compensation for all Township employees, with the exception of seasonal, part-time employees, who may choose to be exempted from this requirement.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Holland, County of Hunterdon, State of New Jersey that in accordance with P.L. 2013, c.28 and N.J.S.A. 52:14-15f commencing July 1, 2014, all employees of Holland Township will be compensated by direct deposit only.

**BE IT FURTHER RESOLVED**, that seasonal, part-time employees may choose to be exempted from this requirement.

**BE IT FINALLY RESOLVED**, that the Holland Township Personnel Manual shall be amended to reflect this new mandate as AMENDMENT #2.

<b>Roll Call Vote</b>	<b>Ayes</b>	<b>Nays</b>	<b>Abstain</b>	<b>Absent</b>
Ray Krov	x			
Thomas Scheibener	x			
Dan Bush, Deputy Mayor	x			
Kenneth Vogel	x			
Anthony Roselle, Mayor	x			

**-RESOLUTION-Transfer of Funds**

Mr. Vogel moved and Mr. Bush seconded the motion to adopt the following Resolution:

**RESOLUTION**

Transfer of Funds

**WHEREAS**, the Municipal Budget for the year 2013 was approved on March 19, 2013 and adopted on April 16, 2013, and

**WHEREAS**, N.J.S.A. 40A:4-58 permits appropriation transfers to be made during the last two months of the fiscal year, and reserve appropriation transfers to be made during the first three months of the following fiscal year.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Holland, County of Hunterdon in the State of New Jersey that the Chief Financial Officer is hereby authorized to make the following budget transfers:

<u>APPROPRIATION</u>	<u>FROM</u>	<u>TO</u>
Employee Insurance	18,000.00	
Snow Removal		18,000.00

Roll Call Vote	Ayes	Nays	Abstain	Absent
Ray Krov	x			
Thomas Scheibener	x			
Dan Bush, Deputy Mayor	x			
Kenneth Vogel	x			
Anthony Roselle, Mayor	x			

**-RESOLUTION-Kate Buttolph**

Mr. Bush moved and Mr. Vogel seconded the motion to adopt the following Resolution:

**RESOLUTION**

Thanking Kate Buttolph for Her Help, Guidance and Assistance in the Purchase of the Bethany Ridge Property

**WHEREAS**; the Township of Holland recently purchased Block 6, Lots, 1.02 1.03 and 1.34 from the Diocese of Metuchen ("Property"); and

**WHEREAS**, the Property, which consists of over 160 acres of fields, streams wetlands and other natural and developed areas, and is now partially known as Holland Township Park, was purchased for the benefit of the taxpayers and citizens of the Township of Holland and others, for various uses including conservation, open space and active and passive recreation and other public purposes; and

**WHEREAS**, the Township Committee worked very closely with the Hunterdon Land Trust ("HLT"), and in particular, Kate Buttolph, to accomplish this important public acquisition; and

**WHEREAS**, the assistance, guidance and direction provided by Kate Buttolph was both invaluable and instrumental in making this acquisition come about; and

**WHEREAS**, Kate Buttolph was extremely knowledgeable about local land values, negotiation strategies, grant availabilities and her persistent, but very pleasant entreaties to all concerned about the need to move the project forward, was a clear spark to making the project come together.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Holland, County of Hunterdon, State of New Jersey that they hereby express their sincere appreciation and gratitude for the excellent services, talent and hard work of Kate Buttolph in connection with her efforts to acquire the Bethany Ridge property and they acknowledge her efforts, combined with the dedication and assistance from others, have led to a permanent place of open space, sports opportunities and tranquility for the residents of Holland Township; and

**BE IT FURTHER RESOLVED**, that the Holland Township Committee has learned Kate Buttolph is retiring and, accordingly, wish her the best in her retirement and hope she continues to devote her talents to land preservation and other public interest causes.

Voice Vote	Ayes	Nays	Abstain	Absent
Ray Krov	x			
Thomas Scheibener	x			
Dan Bush, Deputy Mayor	x			
Kenneth Vogel	x			
Anthony Roselle, Mayor	x			

**BUSINESS FROM TOWNSHIP ATTORNEY**

No report

**MEETING OPEN TO PUBLIC**

Ted Harwick-asked for clarification of a few checks

Cross referencing businesses will be a lot of work – should have application businesses have to complete

Mike Keady-tree restoration campaign-Township will receive 1,000 trees (200 bundles of 5 trees)

Suggestion-advertise through school; distribute at Recycling Center (Student Council can help)

**ADJOURN**

Mr. Vogel moved and Mr. Scheibener seconded the motion to adjourn at 8:39 p.m.

<b>Voice Vote</b>	<b>Ayes</b>	<b>Nays</b>	<b>Abstain</b>	<b>Absent</b>
Ray Krov	x			
Thomas Scheibener	x			
Dan Bush, Deputy Mayor	x			
Kenneth Vogel	x			
Anthony Roselle, Mayor	x			

Respectfully submitted,

Approved by,

\_\_\_\_\_  
Catherine M. Miller, RMC  
Municipal Clerk

\_\_\_\_\_  
Anthony Roselle, Mayor  
Daniel T. Bush, Deputy Mayor